

**VALLEY ELECTRIC ASSOCIATION, INC.**  
**JOB DESCRIPTION**

**I. IDENTIFICATION**

- A. Title: **Broadband Engineer**
- B. Department: Broadband Operations
- C. Reports To: Manager of Broadband Operations and Manager of Telecommunications

**II. OBJECTIVES:**

This position will be responsible for providing the specialized technical skills and knowledge for the design, implementation, upgrade, configuration, and maintenance of the various enterprise hardware and software resident in the Cooperatives Broadband Network infrastructure. This position participates in the technical research and development required for the continuing innovation of the Cooperatives network infrastructure.

**III. KEY RESPONSIBILITIES:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position:

- a. Ensure uptime, performance and security of mission-critical servers, applications, databases, storage systems, network switches, firewalls, and appliances.
- b. Assist with the planning and the preparing of the annual operating Information Technology budget for VEA; perform system replacements, upgrades, improvements and additions.
- c. Develop and maintain accurate drawings and documentation depicting current network architecture.
- d. Monitoring cyber security systems, performance and resources. Securing and maintaining network security; being proactive with the Broadband Network against malicious inside and outside threats.
- e. Work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization.
- f. Assist with defining and implementing Broadband protocols/policies, procedures, and best practices.

- g. Carry out projects to ensure quality deliverables are completed on time & on budget. Maintain project documentation, including project charter, requirements, conceptual design, test plans, and schedules.
- h. Communicates, negotiates and monitors Service Level Agreements (SLA), support contracts and licensing between VEA and vendors, manufactures, contractors and consultants.
- i. Assist with defining strategies to identify and improve information security implementations as it relates to the network, systems, devices, and access for regulatory and compliance requirements.

General Duties:

- a. Handles assignments and conducts him/herself in such a manner that will reflect courtesy and professionalism to the organization and the Cooperatives members.
- b. Participates in employee meetings, providing information when requested.
- c. Reads, understands and follows applicable safety rules, regulations and policies.
- d. Follow Valley Electric safe work practices as outlined in our safety manual.
- e. Any other duties as required or directed for which he or she may be qualified. This job description in no way implies that the duties and responsibilities listed herein are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as instructed by the supervisor.

**IV. AUTHORITIES AND ACCOUNTABILITY**

- a. The Broadband Engineer shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures.
- b. The Broadband Engineer is accountable to the management of the Cooperative for the efficient performance of these responsibilities and that, although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities cannot be.
- c. The Broadband Engineer is required to use initiative and judgment in making decisions, remembering that the Cooperative's best interest will be affected.
- d. The Broadband Engineer will be expected to make suggestions for the improvement of operations and efficiency.

- e. The Broadband Engineer shall secure the approval of the Network Architect and System Administrator or Manager of Broadband Operations in making decisions when policies are not clear or require interpretation.

## V. REPORTING RELATIONSHIPS

### Inside the Organization:

The position reports directly to the Manager of Broadband Operations and the Manager of Telecommunications.

- a. There is no reporting responsibility to the IT Engineer.

### Outside the Organization:

- a. Member/Consumers – Providing prompt, courteous service and information.
- b. Vendors and solicitors contacting a Cooperative representative - Promote courteous and professional relationships.

## VI. SPECIFICATIONS

**Education and Experience:** High school diploma and a Bachelor's degree in Information Technology or related discipline or a minimum of 10 years of job related experience. Must have a minimum of 6 years' experience with networking architecture, server hardware and operating systems including, but not limited to; domain controllers, servers, security appliances, Storage Area Networks (SAN) and virtual environments (VMWare is preferred). CCNA \ CCNP or qualified experience with Cisco products, Alcatel-Lucent Network Routing Specialist I and II (NRS I and II) certification, and Service Routing Architect (SRA) is highly preferred.

**Knowledge:** Must be proficient in the utilization of the following; Windows Server 2003/2008 and Linux RedHat, Virtual System Infrastructure (VMware vSphere 4/5 VMware View 5), SAN Technology (storage administration, iSCSI, Fiber Channel), TCP/IP Networking, Disaster Recovery planning and strategies, Network Security, Simple and advanced routing including BGP and OSPF, Spanning Tree, VLANs, and ACLs. In-depth knowledge of DHCP and DNS. Strong knowledge of IPv6 and Alcatel Lucent Network Routing is highly preferred. Must be willing to attend continuing education courses as required. Knowledge of Alcatel systems highly preferred.

**Risk Assessment:** This position requires access to certain secure assets and information. As a result, individuals in this position must be able to successfully pass a Personnel Risk Assessment every seven years, as required by the North American Electric Reliability Corporation (NERC) Critical Infrastructure Protection (CIP) standards.

**Skills and Abilities:** Must be skilled in human relations to effectively carry out the responsibilities of the job. Must possess good oral and written communications skills to be able to effectively communicate with others. Must have the ability to handle a variety of diverse tasks and organize work to meet deadlines. Must be skilled at project management and team leadership. Must be proficient in the use of personal computers. Must have the ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Must possess advanced troubleshooting skills.

**Working Conditions/Work Environment:** Performing the duties of this job will require many hours of sedentary work with a minimum amount of exertion not exceeding 10 pounds of force. Work will be performed indoors in a climate controlled environment with minimal noise levels. Responsibilities sometimes require after-hours evenings and weekend work, sometimes with little or no advanced notice. Occasional travel may be required for the performance of normal daily duties or external training requirements.

**Physical and Mental Requirements:** While performing the duties of this job, the employee must have the ability to sit most of the time, primarily inside the office at a desk. Must have the ability to perform repetitive motions with hands and fingers for functions such as manipulating a keyboard. Must have the ability to use office equipment such as a copier, computer and printer. The employee must have the ability to occasionally lift and/or move irregular shaped loads of a moderate weight up to forty five (45) pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Must have the ability to read, write, and do arithmetic. Must have the ability to analyze data and reports, and conduct research. Must have the ability to develop plans and procedures, and goals. Must have the ability to effectively and patiently communicate to individuals, and be able to present information to others even during stressful conditions.

Must have or obtain a valid Nevada driver's license and pass pre-employment physical and drug test as a condition of employment.

Date: \_\_\_\_\_

\_\_\_\_\_  
Division Manager

Date Accepted: \_\_\_\_\_

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Human Resources